



The Homeowner's Building Application Checklist for

Constructing a Residential Addition

This checklist provides homeowners a summary of the Building Permit submission requirements for constructing a residential addition. A building permit is required to build an addition to a residential home and construction can only commence once you have obtained your building permit.

If you have a good working knowledge of house construction and the Ontario Building Code, you may consider designing your own project. Many publications are available in bookshops, libraries and at lumber dealers that may assist you. You can purchase copies of the Ontario Building Code by contacting Publications Ontario at 1-800-668-9938. The Building Code Act and regulations can also be viewed on the Province's website: <http://www.e-laws.gov.on.ca>.

A complete building permit application is required in order to be considered by the City Building Section. A complete application includes a completed application form, a site plan and two complete sets of construction drawings for your project. Examples of drawings are provided in this guide to illustrate the quality of submission necessary for a permit application. You can avoid delays in permit issuance if all drawings and specifications provide sufficient information for the Building Section to verify that the work will conform to the Ontario Building Code and other applicable law, such as the zoning by-law.

If your home is serviced by a private sewage disposal system (septic system) and the addition you are proposing to construct contains additional bedrooms or plumbing fixtures the existing sewage system will need to be evaluated to determine if it has the capacity to accommodate the additional load that could be imposed upon it by the proposed addition. This analysis must be prepared by a qualified sewage system designer and provided along with the application submittal. Any changes to the sewage system required as a result of the proposed addition must also be identified and detailed in construction drawings prepared by the sewage system designer.

If you find the permit process complicated, or you are not sufficiently familiar with the requirements and the preparation of drawings, you may wish to consider hiring a qualified designer, who is experienced and familiar with the Ontario Building Code, municipal by-laws and the building permit process to prepare your final plans and specifications. It is important to make sure that the design consultant you hire to assist you has the necessary provincial qualifications required by the Ontario Building Code. Having plans prepared by an unqualified designer will delay the issuance of your building permit and may necessitate the preparation of further drawings at additional expense.

Required Drawings

Two complete sets of plans that are legible, dimensioned and drawn to conventional scale are required to be submitted with the Building Permit Application Form.

Site Plan Drawing to include:

Lot lines including dimensions;

Location of house and proposed addition dimensioned to other buildings and lot lines;

Lot area, main building area, accessory building area and addition area;

North arrow; and
Municipal address.

Foundation Plan to include:

Footings and foundation walls;
Beam sizes and spans;
Floor joist size, spacing and spans; and
Weeping tile and sump pit location (if req'd.)

Floor Plan(s) to include:

One floor plan for each floor level proposed in the addition;
Wall location and thickness;
Identify rooms including room in existing house adjacent to addition;
Window and door locations including sizes and lintels;
Plumbing fixture locations in proposed bathrooms;
Exhaust fan size / location and exhaust duct size;
Specify opening between house and proposed addition including lintel;
Roof construction including beams, rafters, joists or trusses, sizes and direction; and
Existing floor or roof construction to be supported by new opening at addition.

Elevation Drawings to include:

The general appearance of the addition from three sides;
Windows and doors sizes;
Window wells and drainage to weeping tile;
Masonry veneer steel angle sizes over door and window openings (as required);
Flashing at connection to existing (where applicable);
Exterior wall finish (e.g. siding); and
Landing, guard and stair details (if applicable).

Cross Section Drawing to include:

Footing Sizes and depths;
Foundation construction and depth including insulation and interior finishes;
Anchor bolt size & spacing;
Foundation drainage layer, weeping tile & stone covering;
Floor construction;
Wall construction including stud height;
Roof construction including roof pitch;
Height from grade to roof peak; and
Connection to main building.

Additional Information necessary may include

Truss drawings and truss layout as supplied from the truss manufacturer required for roofs constructed of pre-engineered roof trusses.

The floor joist layout as supplied from the manufacturer is required when pre-engineered floor joists are used.

Where the size of the addition exceeds 20% of the floor area of the existing house confirmation in the form of heat-loss calculations and duct design will be required to be provided to ensure that the existing heating system has the capacity to heat not only the existing house but also the proposed addition.

Building Permit Application

Submit your Building Permit Application in person at the Building Section of the Engineering & Development Services Department on the second floor of City Hall. To avoid delays in processing your application, please ensure all applicable information is submitted with the application including the required building permit fee.

Required Inspections

All construction work that requires a building permit also requires inspections at key stages of construction to ensure building code compliance. Having the construction work inspected is one of the best ways to protect your investment in your home. Many of the items regularly checked by the Building Inspectors would not be detectable to the untrained person and could have significant impacts on the long term serviceability of your project. For most residential additions there are a minimum of 5 inspections required to be conducted. Those inspections are:

1. Excavation prior to pouring footings;
2. Foundation prior to backfilling;
3. Framing, Plumbing, Mechanical rough-in prior to insulation;
4. Insulation, air and vapour barriers prior to covering; and
5. Prior to occupancy.

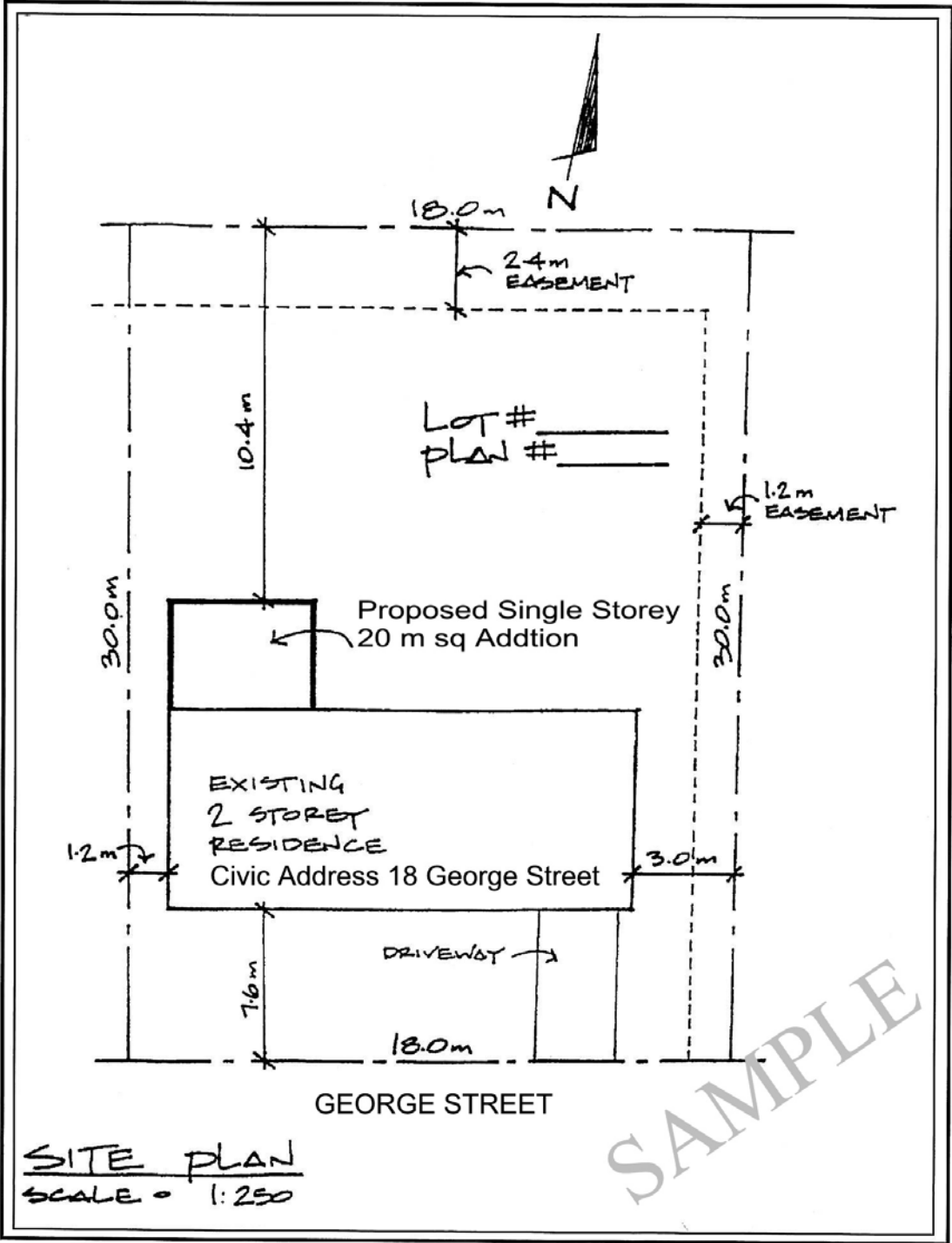
The plans and specifications returned to you with your building permit must be on site and made available to the Building Official at the time of inspection. To ensure the availability of a Building Official, you should book inspections 48 hours in advance. Failure to have the necessary inspections performed at the appropriate times during the construction may result in your having to uncover and expose the work for inspection at your own expense.

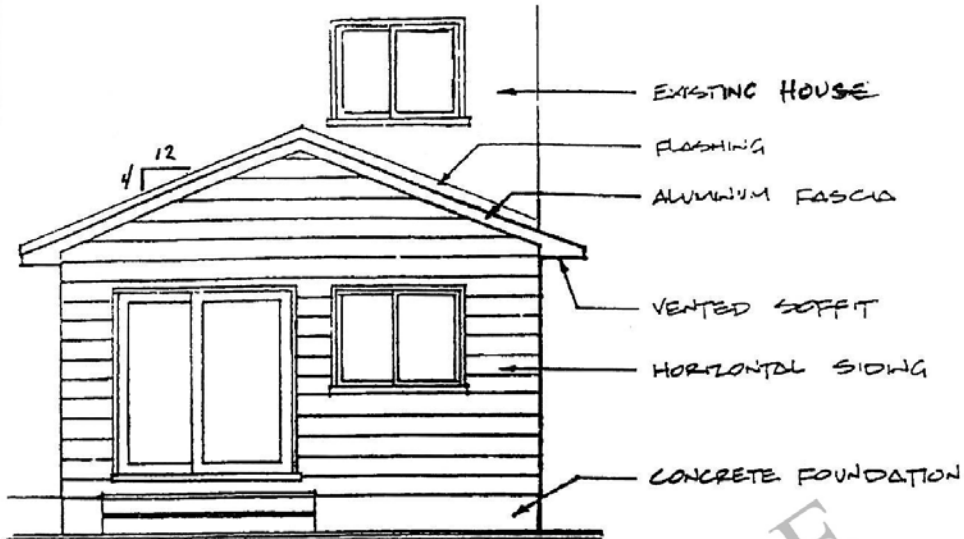
Summary

The Municipal Building Official has had many years of training and experience with construction techniques, code enforcement and compliance options. A Building Official can be a valuable asset to your project and can often offer suggestions for resolving commonly encountered construction difficulties.

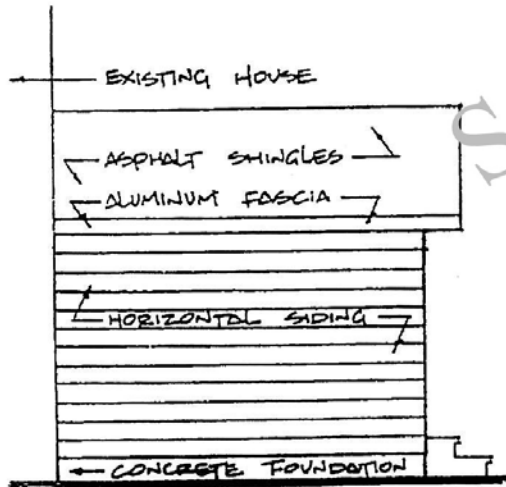
If you have any questions regarding a project that you are considering planning or commencing please contact the Building Section of the Engineering & Development Services Department for the City of Belleville at 613-967-3204 for further information. You can also visit our website at www.city.belleville.on.ca/ResidentServices/ApplicationsPermitsLicences/Pages/PERMITAPPLICATIONS.aspx for additional information.

We look forward to helping you navigate through the building permit application and construction process for your project.

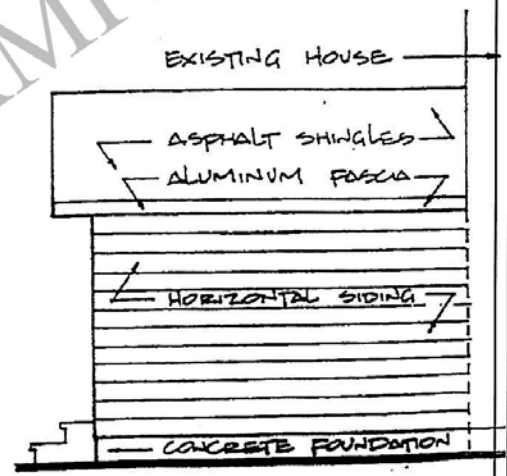




REAR ELEVATION
SCALE = 1/4" = 1'-0"



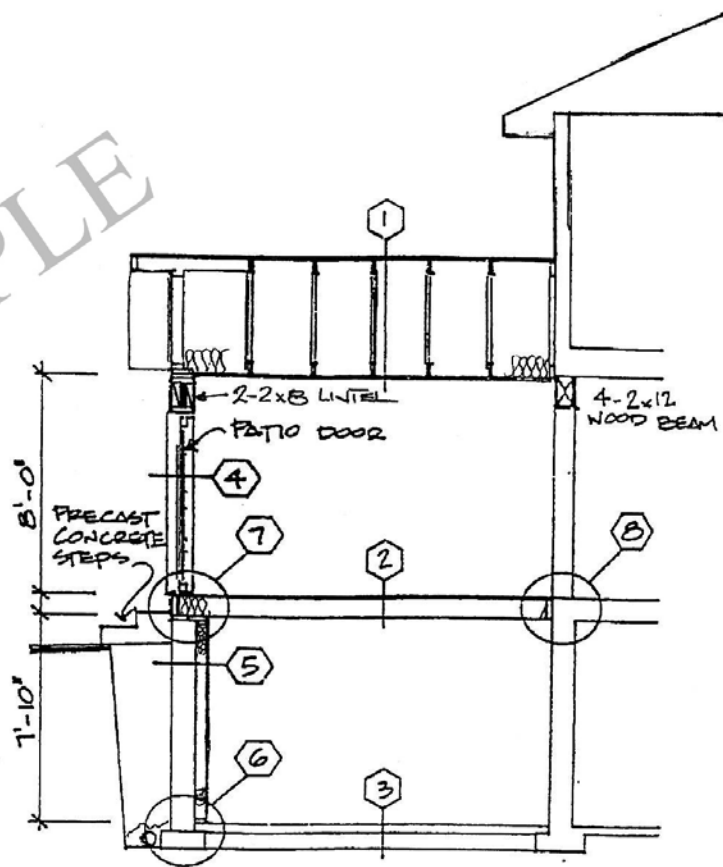
SIDE ELEVATION
SCALE = 1/4" = 1'-0"



SIDE ELEVATION
SCALE = 1/4" = 1'-0"

SAMPLE

SAMPLE



CROSS SECTION
SCALE = 1/4" = 1'-0"

CONSTRUCTION NOTES

- | | | |
|--|---|--|
| <p>1 ^{Roof}</p> <ul style="list-style-type: none"> - ASPHALT SHINGLES - EAVE PROTECTION, 36° UP ROOF SLOPE - 3/8" OSB SHEATHING WITH H-CLIPS - PRE-ENGINEERED ROOF TRUSSES @ 24" o.c. - R31 INSULATION - 6 MIL POLYETHYLENE VAPOUR BARRIER - 1" X 3" STRAPPING @ 16" o.c. - 1/2" DRYWALL | <p>4 ^{Ext} EXTERIOR WALL</p> <ul style="list-style-type: none"> - VINYL SIDING - AIR BARRIER - 1/4" OSB SHEATHING - 2" X 6" STUDS @ 24" o.c. - R 17 INSULATION - 6 MIL POLYETHYLENE VAPOUR BARRIER - 1/2" DRYWALL | <p>6 ^{Foot} FOOTING</p> <ul style="list-style-type: none"> - 8" X 16" CONTINUOUS Poured CONCRETE - STRIP FOOTING - 4" DIAMETER DRAINAGE TILE C/W 6" STONE COVER |
| <p>2 ^{Floor}</p> <ul style="list-style-type: none"> - 5/8" OSB SUBFLOORING - 2" X 10" FLOOR JOISTS @ 16" o.c. - 1" X 3" STRAPPING | <p>5 ^{Found} FOUNDATION WALL</p> <ul style="list-style-type: none"> - DRAINAGE LAYER - DAMPROOFING - 8" Poured CONCRETE WALL - MOISTURE BARRIER - 2" X 4" STUDS @ 24" o.c. - R8 INSULATION - 6 MIL POLYETHYLENE VAPOUR BARRIER | <p>7 ^{Anchor} ANCHORAGE</p> <ul style="list-style-type: none"> - 2" X 6" SILL PLATE - 1/2" DIAMETER ANCHOR BOLTS @ 7'-10" o.c. - 4" MINIMUM INTO CONCRETE |
| <p>3 ^{Basement Floor}</p> <ul style="list-style-type: none"> - 3" THICK CONCRETE SLAB 20 Mpa - 6" GRANULAR MATERIAL | <p>8 ^{Conn} CONNECTION</p> <ul style="list-style-type: none"> - 2" X 10" LEDGER BOARD W/ 1/2" DIAMETER BOLTS @ 24" o.c. EMBEDDED 4" INTO STRUCTURE - GALVANIZED JOIST HANGER | |

